



APPENDIX H – SELF HELP PROJECT CHECKLIST

This checklist references items that are critical to the plans review process and the eventual outcome of the Fire Final Acceptance Inspection. This is a partial list only and should not be construed to be all inclusive of fire or building codes and standards. The developer and his agents should be well versed in these applicable codes and standards.

All Self Help Projects must be submitted on a **DA Form 4283** Work request accompanied by a Bill of Materials (BOM) detailing all materials required to complete the project. (i.e. sheetrock, nails, plaster, etc.)

The following represents items which should be considered by occupants of facilities, when a renovation is being planned:

SELF HELP RENOVATION CHECKLIST

H1. DETERMINE PURPOSE OF RENOVATION

H1.1. UPGRADE OF EXISTING USE

H.1.1.2. RENOVATION NEEDED FOR SPACE UTILIZATION

H.1.1.3. RENOVATION NEEDED FOR CHANGE/INCREASE OR DECREASE IN MISSION

H2. DETERMINE SPECIFICS OF RENOVATION REQUIRED

H.2.1 WORK REQUEST

H.2.1.1. Walls, Finish Desired:

- (1) Sheetrock, with texture
- (2) Vinyl Coated Sheetrock
- (3) Paneling, Wainscoting
- (4) Paint
- (5) Other

H.2.1.2. Doors/Hardware, Type and Style:

- (1) Hollow Core
 - (2) Solid Core
 - (3) Panel
 - (4) Bi-Fold
 - (5) Sliding
 - (6) Screen (Single or Double)
 - (7) Steel/Metal
 - (8) Other
 - (9) Passage Locks
 - (10) Key Locks and Keys
-

- (11) Dead Bolts
- (12) Cipher
- (13) Panic Bar
- (14) Mailbox Locks/Keys

H.2.1.3. Trim, Walls/Floors/Ceiling:

- (1) Base Shoe
 - 1.1 Vinyl/Rubber
 - 1.2 Wood (Type of Wood)
- (2) Chair Rails (Type of Wood)
- (3) Picture Rails
- (4) Door Trim
 - 4.1 Sanitary Casing
 - 4.2 Detailed Casing
- (5) Finish
 - 5.1 Stained
 - 5.2 Painted

H.2.1.4. Electrical Light Switches/Duplex Receptacles.

- (1) 15 AMP - Most Office Equipment/ Computers
- (2) 20 AMP - Copier/Special Equipment
- (3) Ground Fault Interrupters - Safety
- (4) Voltage (110V, 220V, etc

H.2.1.5. Light Fixtures.

- (1) Florescent
- (2) Incandescent
- (3) Emergency
- (4) Other

H.2.1.6. Modular Furniture Hook-Ups.

H.2.1.7. Ceilings

- (1) Sheetrock Textured/Painted
- (2) Grid, Drop Ceiling

H.2.1.8. Flooring.

- (1) Tile
- (2) Vinyl Sheet Goods
- (3) Carpet/Carpet Squares
- (4) Other

H.2.1.9. Cabinetry

- (1) Wall Mounted
- (2) Base Units, Floor Mounted

H.2.1.10. Windows.

- (1) Blinds (Self Help)
- (2) Draperies (Self Help)
- (3) Insulated
- (4) Tinted

H.2.1.11. Heating and Ventilation

- (1) Radiators/Fin Tube
- (2) Forced Air
- (3) Swamp Cooler
- (4) Other

H.2.1.12. Security

- (1) Special Locks
- (2) Vaults
- (3) Window Screening
- (4) Fencing
- (5) Alarm Sensors
- (6) Cages (Supply)

H.2.1.13. Furnishings

- (1) Free Standing
- (2) Built-In
- (3) Modular

H.2.1.14. Bathrooms

- (1) Tile/Marlite Panels
- (2) Sinks/Lavatories/Water closets/Urinals
- (3) Mirrors
- (4) Paper Towel/Toilet Roll Dispensers
- (5) Soap Dispensers
- (6) Stall Dividers
- (7) Exhaust Fans
- (8) Commodes
- (9) Towel Racks/Hooks
- (10) Plumbing/Hardware
- (11) Handicap Bars/ Stalls/ Access
- (12) Other

H.2.1.15. General

- (1) Fire Detection/Escapes
- (2) Physically Impaired
- (3) Signage (Exterior/ Interior/ Directional/Parking)
- (4) Phones (Conduit)
- (5) Parking (Paving/Striping)
- (6) Computer Conduit
- (7) Storage Closets
- (8) Break Areas
- (9) Landscaping
- (10) Gazebos
- (11) Running Trails
- (12) Volleyball, Basketball Courts
- (13) PT Areas/Structures

All renovation projects should result in complete and usable facilities when completed.

The above listings are not intended to be all inclusive, but should be used as a guide for use in preliminary planning of renovation of facilities.

The phone numbers at the Directorate of Public Works, Business Management Division, Customer Service Branch are (719) 526-2867 and (719) 526-9248